



DEPARTMENT OF THE NAVY

COMMANDING OFFICER  
NAVAL AIR STATION  
700 AVENGER AVENUE  
LEMOORE, CALIFORNIA 93246-5001

NASLEMINST 5500.10C

39000

11 DEC 1996

NAS LEMOORE INSTRUCTION 5500.10C

From: Commanding Officer, Naval Air Station, Lemoore

Subj: NAS LEMOORE EVIDENCE DEPOSITORY

Ref: (a) OPNAVINST 5580.1

Encl: (1) Procedures for Operation of the Evidence Depository  
(2) Evidence/Property Custody Receipt  
(3) Key for Completion of Property Receipt Form  
(4) Sample Evidence Tags  
(5) Disposition of Evidence Form

1. Purpose. To publish guidance and specifications for the operation and maintenance of Station Evidence Depository, including procedures for proper receipt, handling, marking, storage, protection, inventory, and disposition of all evidential and/or lost and found property aboard NAS Lemoore, per reference (a) and enclosures (1) through (5).

2. Cancellation. NASLEMINST 5500.10B

3. Definitions

a. Evidence. All items of personal or government property which are material in nature, and which have been seized or surrendered to the Security Detachment for anticipated probative value as to the elements of an offense or the truth of a matter being investigated.

b. Lost/Abandoned Property. All other material items of personal/government property (excluding evidence) which have been lost or abandoned and subsequently surrendered to the Security Detachment by the finding or seizing party.

c. Evidence Custodian. Any military or civilian individual who has been appointed by the Security Officer to perform duties within the Evidence Depository. Normally this function will be a collateral duty of a military or civilian investigator/detective, with an alternate custodian being appointed as well. Both individuals will be officially appointed, in writing, by the Security Officer.

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4. Scope. Applies to all evidence and other property found and/or seized aboard NAS Lemoore. In some instances, evidence which has been seized by either military or civilian authorities will be transferred to the appropriate military/civilian agency having trial jurisdiction.

5. Discussion. All evidence, lost or abandoned property, and any other found property shall be surrendered to the Security Detachment's Evidence Custodian, who will enter it into the Evidence Depository as soon as possible. All property seized or receipted for by a representative of the Security Detachment shall be properly protected, accounted for, and disposed of per this instruction. A strict and detailed "chain-of-custody" shall be established for all property which is destined for the evidence depository. Military Police personnel will initiate the chain-of-custody upon receipt or seizure of such property, and the Evidence Custodian will terminate the chain-of-custody by making appropriate final disposition.

6. Action and Responsibilities

a. The Security Officer shall:

(1) Exercise overall supervision of the evidence depository/evidence system.

(2) Assist the Evidence Custodian in securing or obtaining adequate facilities for the maintenance and storage of evidence and other property.

(3) Ensure that investigations, patrol, and other military police personnel remain in compliance with evidence procedures and related departmental policies.

(4) Initiate an immediate inquiry into the mishandling or disappearance of any evidence or seized property, and make on-the-spot corrections of those discrepancies noted during periodic inventories or inspections.

(5) Ensure that all evidence/property is disposed of per this instruction and departmental policies.

(6) Appoint a primary and alternate Evidence Custodian in writing, and exercise supervision over their custodial duties.

(7) Provide other guidance or assistance as necessary.

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b. The Evidence Custodian shall:

(1) Ensure that all evidence is properly tagged, marked, packaged, and documented prior to receipt.

(2) Ensure that all evidence custody documents have been properly completed and that a strict "chain-of-custody" has been maintained prior to receipt and storage.

(3) Ensure that all evidence and other property is properly stored and safeguarded after receipt.

(4) Ensure that the evidence log, active evidence custody record, and the final disposition files are properly maintained and safeguarded.

(5) Conduct periodic inventories of evidence holdings following departmental policy.

(6) As directed by the Security Officer, ensure proper disposition of all evidence and other unclaimed property.

(7) Ensure that the chain-of-custody is properly maintained during the transfer of evidence and accompanying documents to outside agencies.

(8) Ensure that entry and lock combinations to the evidence depository are restricted to the Security Officer, Alternate Custodian, and Primary Custodian.

(9) Ensure that the lock combination to the Evidence Depository is changed upon departure of the Alternate Custodian, Security Officer, or whenever there is a suspected compromise of the combination.

c. Military Police personnel are responsible for:

(1) Ensuring that all evidence is properly handled and protected prior to surrendering it to the Evidence Custodian.

(2) Ensuring that a "chain-of-custody" is initiated as expeditiously as possible after seizure or receipt of all evidence or acquired property.

(3) Ensuring that all evidence custody documents are properly completed.

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(4) Ensuring that evidence is properly marked for identification.

(5) Submitting all evidence to the Evidence Custodian as soon as possible. If the custodian is not immediately available, the evidence will be placed in the temporary depository.

7. General. After evidence has been introduced at a military courts-martial, or in other judicial or administrative proceedings, the appropriate trial agency, i.e., Staff Judge Advocate or squadron legal officer, shall notify the Security Officer that such evidence is ready for final disposition by means of destruction or return to rightful owner.



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PROCEDURES FOR OPERATION OF THE EVIDENCE DEPOSITORY

1. The Evidence Depository. The Security Detachment shall maintain the Evidence Depository (Evidence Locker) for Naval Air Station, Lemoore. All evidence and other found property shall be turned over to the Security Detachment's Evidence Custodian for proper storage and subsequent disposition. The Evidence Locker shall be equipped with a safe for storing high value items such as firearms, narcotics, currency, and jewelry. In addition to a refrigerator for storing perishable items, the depository shall also contain sufficient shelves, cabinets, and other receptacles for storing larger volumes of evidence and property. All evidence should be segregated from other stored property, and all storage spaces and receptacles should be clearly marked to provide easy access and identification. Entry to the Evidence Depository shall be limited to the Primary/Alternate Evidence Custodians and the Security Officer. All keys and/or lock combinations shall be properly stored and safeguarded by the Primary Custodian.

2. Temporary Storage of Evidence/Found Property. The temporary Evidence Depository shall be established and maintained in the Security Building 705 Patrol Office. This depository shall be used for storing evidence during nonduty hours, and when the Primary and Alternate Evidence Custodians are not available. The construction of the depository will consist of individually locking metal lockers, which will remain in the "open position" when not in use. Each lock with key inserted, will also remain unlocked until such time as evidence is stored. Then the lock will be secured and the key will be dropped through a key hole in the same container holding the evidence. The Evidence Custodian and his alternate will be the only people having a key to open the container and transfer the evidence to the permanent depository. In the event that evidence is too large for the temporary storage containers, the Security Watch Supervisor will notify the Evidence Custodian and request further guidance. Under no circumstances will evidence be left unprotected. It is each individual's responsibility to protect the evidence until transfer to the Evidence Custodian is completed. In all cases, evidence will be transferred to the Evidence Custodian as soon as possible.

3. Submission of Evidence to Evidence Custodian. When Security Detachment personnel submit evidence to the Evidence Custodian, it shall be properly tagged, be in appropriate containers if needed, and have the original and carbon copies of the document attached to the evidence or its outer container. The original evidence custody document shall be signed by the

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Evidence Custodian in the appropriate block acknowledging receipt of the evidence. The Evidence Custodian will then enter the evidence report number and location of the evidence in the log and place the first carbon copy in the active evidence folder. The second carbon copy shall be turned into Security Detachment Records Branch and attached to the incident report.

a. The individual from whom the patrolman, Investigator, etc., initially obtains the evidence/property will be given a receipt, the third copy of the evidence custody document upon his relinquishing the evidence/property to a representative from the Security Detachment.

b. When any evidence is checked out of the Evidence Depository for whatever purpose, prior to its final disposition, a copy of the evidence custody document shall be maintained in the Evidence Locker or the active evidence custody record. In the event the original is lost or destroyed, the copy may be used in its place.

#### 4. Storage of Evidence

a. All evidence received by the Security Detachment shall be stored in the evidence depository with the following exceptions:

- (1) Evidence too bulky for storage
- (2) Evidence of a classified nature requiring special handling
- (3) Highly perishable items such as food or human/animal parts
- (4) Items of an unstable chemical nature
- (5) Explosives

b. The above types of items may be stored elsewhere, where restricted physical access to the evidence can be maintained, and with prior authorization of the Security Officer. In any event all such items, unless of an especially bulky nature, shall be wrapped or placed in containers and sealed in such a manner that any unauthorized access to the evidence can be readily detected.

(1) Personnel that are maintaining temporary custody of the above types of items should be thoroughly briefed on the

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requirements for a secure storage and the probable requirement for them with the proper execution on the evidence custody document upon receipt and release of the evidence.

(2) The original evidence custody document shall be left with the evidence unless the storage conditions may cause its destruction. If the Evidence Custodian deems it appropriate, a copy may be substituted and the original maintained in the active evidence custody record.

5. Transfer and Shipment of Physical Evidence. Physical evidence in the possession of the Security Detachment may be transferred to another component or agency. The chain-of-custody must be maintained.

a. When it becomes necessary to transfer evidence to another agency on a temporary basis, i.e., laboratory examination or testing, the original evidence custody document will accompany that evidence. The Evidence Custodian, prior to the release of the evidence, will sign the original and duplicate custody document. The persons handling the evidence prior to its return to the Evidence Custodian will complete the appropriate blocks in the accompanying original evidence custody document. In the event that only part of the evidence is temporarily transferred, the original evidence custody will accompany that part with appropriate notations in the "Item" column to the left of the transferring signature. A duplicate of the original evidence custody document will be reproduced and attached to the balance of the evidence maintained in the Evidence Depository. Upon return of the original evidence custody document, the duplicate shall be destroyed.

b. In the event that it is necessary to transfer evidence permanently to another agency assuming jurisdiction of the investigation or to whom its delivery is required by law (counterfeit currency, illegal firearms, etc.) the original evidence custody document will accompany the evidence and will be signed out of the Evidence Locker by the Custodian. The duplicate copy in the active evidence custody record will be executed by the Evidence Custodian and the final disposition portion will be completed by the agency representative receiving the evidence. The appropriate disposition entry will also be made in the bound evidence log book. The duplicate copy will then be filed in the final disposition file. In the event that the agency receiving permanent custody of evidence in a case does not accept all the evidence listed on the evidence custody form, the original evidence custody form will be retained with the balance of the evidence in the Evidence Locker. The agency



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representative shall "sign for" that portion of the evidence taken by making an appropriate entry on the form. He shall also be provided with a copy of the original form. The final disposition of the evidence will not be entered into the bound evidence log until all evidence listed in the evidence custody document form has been disposed of in the proper manner.

c. When evidence is transferred to another authorized Security Detachment component, the original evidence custody document will be transmitted with the evidence. In the event that only a part of the evidence is transferred for use in court, the original will be forwarded and a copy attached to the balance. In the event that it is known prior to transfer that the part of the evidence being transferred will not be used in court and that the evidence remaining will probably be so used, the original evidence custody document will be retained and a copy shall be forwarded with the evidence. In the event that the intra-Security Detachment transfer is of a temporary nature, then the Evidence Custodian will handle its documentation in the same manner as a temporary transfer to a crime laboratory. In many instances, it will be possible to deliver evidence by courier or messenger. Since this is the most secure method for delivering sensitive material such as evidence, it will be utilized whenever possible.

d. Evidence which is mailed to another agency shall in all cases be registered with a return receipt requested. In no event will certified mail or special handling be utilized. When evidence is prepared for mailing, it should be double wrapped, and the outer wrapping will be marked to indicate the presence of evidence, and the package must be specifically addressed to the Evidence Custodian of the receiving agency.

e. Normally, the only other method which may be utilized for shipment of evidence, and which provides a secure system through which missing shipments may be traced is air or other commercial parcel carrier. The same type of inner and outer wrapping should be used as for mailed evidence.

f. All Naval Air Station Lemoore activities which may receive evidence by mail or commercial carrier should instruct their mail or receiving personnel that as soon as the presence of evidence is apparent, the wrappings should not be disturbed and the package should be promptly delivered to the Security Detachment Evidence Custodian. In no event should mail or receiving personnel other than the Evidence Custodian tamper with the wrapping.



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6. Evidence Custody Document and Evidence Tag

a. A sample of the Security Detachment evidence custody document is attached as enclosure (2). Detailed completion instructions for the custody document is attached as enclosure (3). The evidence custody document is designed to establish the necessary control and maintenance of chain-of-custody of evidence while under the control of the Security Detachment. It is not intended to represent the chain-of-custody of any other command or agency. Nor is it meant to be used in an effort to reconstruct the chain-of-custody of another command or agency on an after-the-fact basis. Such activity shall be reconstructed by obtaining appropriate statements and/or copies of other command/agency evidence custody documents. If the space provided for listing items of evidence is insufficient, the additional item(s) may be listed on a second evidence custody document and the two secured together. All information on the second document will be completed in the same manner as on the first, and on the bottom of the document add "Page 2 of 2" or "Page 2 of 3" as appropriate. The same practice shall be utilized if the chain-of-custody section of the first document is insufficient for indicating the number of transfers.

b. An appropriate Security Detachment recognized evidence tag shall be utilized to identify each item of evidence obtained by and entered into the Security Detachment evidence system. The requirement for each item to be individually tagged exists due to the possibility of some evidence having to be separated from the evidence custody document for court proceedings or laboratory testing. The tag provides the means of identification and all entries on the tag should correspond with the entries on the original evidence custody document. The tag will be completed at the scene or wherever the evidence is picked up and will provide a source of information for completion of the evidence custody document.

7. Required Evidence Custody Records. The Evidence Custodian will maintain the following records:

- a. A bound evidence log (OPNAV 5527/24)
- b. An active evidence custody record
- c. A final disposition file

(1) The Evidence Custodian will maintain the evidence log for a period of five years from the date of the last entry therein. It is presumed that the evidence log will serve for a

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number of years prior to starting a new volume. The active evidence custody file shall be maintained as long as there is evidence in custody which has not been finally disposed of. The final disposition file shall be maintained for a period of five years after the close of the calendar year covered by the file.

(a) The Evidence Custodian shall maintain an evidence log. Looseleaf notebooks are not acceptable and will not be utilized. The evidence log shall contain an entry for each evidence custody document received by the Evidence Custodian, irrespective of how many items are listed on the document. It shall contain entries of appropriate inventories, changes of Evidence Custodian or his alternate, and dates involving any changes of locks or combinations. Each entry reflecting a receipt of evidence by the custodian shall reflect as a minimum the following information on one line started from the left hand margin and continuing to the right hand margin of the opposite page:

1 Evidence log number which shall consist of two groups of numbers separated by a dash (-). The first number, a three-digit chronological number of the document for that year and the second group consisting of the last two digits of the year, i.e., 001-96 for the first evidence document for the year 1996;

2 The date and time that the evidence was received by the Evidence Custodian;

3 The last name of the suspect or owner of the evidence;

4 The title of the investigation in sufficient detail to identify the subject of the investigation in the incident report files;

5 A brief description of the evidence;

6 The location of the evidence within the Security Detachment evidence system;

7 A brief statement of the final disposition of the evidence when appropriate. Such additional information as may be desired for local control purposes may also be entered after the above items if desired. Each entry will be made in ink on the next blank line, and no empty lines will be permitted. In

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the event an error is made in the entry, the line should be lined out using one line and the Custodian's initials placed thereon. Erasure of entries or chemical alterations are not permitted or authorized.

(b) The active evidence custody file shall consist of copies of each evidence custody document relating to evidence received by the Custodian and which had not been finally disposed of. This record shall be maintained in one or more looseleaf notebooks and evidence custody documents shall be filed by the evidence log number with the new entries being placed on top. This record will then serve as control device for periodic review of evidence holdings for possible disposal and will represent all evidence for which the Evidence Custodian is responsible.

(c) A final disposition file will be maintained of all evidence custody documents relating to evidence which has been finally disposed of. This file will be kept in appropriate file folders with one or more file folders for each calendar year. The original evidence document, except when it has been transferred to another investigative agency or command, shall have the final disposition section completed and then filed in the final disposition file in chronological order of occurrence. The duplicate copy of the evidence custody document in the active evidence file shall be destroyed. In the event the original is forwarded with the evidence during the final disposition action, the copy in the active evidence custody file shall be completed and transferred to the final disposition file, noting the disposition of the original document.

d. The required evidence custody records shall be stored in the Evidence Locker in a suitable locked file cabinet or other secure container. Only the Evidence Custodian, Alternate, or the Security Officer shall have access to them.

8. Required Authority for Final Disposal of Evidence. Approval for the final disposal of evidence shall be obtained from appropriate authority, depending on the circumstances as set forth below:

a. Any evidence which was utilized in any court action shall not normally be disposed of until the initial trial and subsequent appeals have been heard and settled. Authorization for disposal must be obtained from the Staff Judge Advocate handling the original trial or the Staff Judge Advocate of the next senior command. If the evidence was utilized in federal, state, or other civilian court, the authorization must be obtained from the appropriate prosecuting attorney prior to

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disposal. When authorization for disposal is received, the Evidence Custodian shall complete the final disposition section of the evidence custody document by recording the name and title of the person authorizing the disposal.

b. Any evidence which is entered into the Security Detachment evidence custody system and which is not utilized in judicial or administrative action may be processed for disposal after a period of 60 days. Exceptions to this procedure may be made in significant unresolved cases where the evidence should be retained until expiration of the statute of limitations. Such disposal may be authorized by the Security Officer after appropriate consultation with the requester. In such cases the Evidence Custodian will complete the final disposition section of the evidence custody document setting forth the Security Officer as the authorizing authority.

9. Inventories. The contents of each evidence locker shall be inventoried twice a year. These inventories will be done during the months of January and July. An inventory shall also take place in the event of a replacement of either the Evidence Custodian, his alternate, or the Security Officer if he is not the alternate. If the inventory required for the replacement of the Evidence Custodian or alternate occurs within two months of either regularly scheduled inventory, it may be substituted for that inventory. The Security Officer may find it convenient to relieve Custodians at the same time as a regularly scheduled inventory.

a. When an inventory is taken, it shall be accomplished by the Evidence Custodian and the Security Officer or his designated representative. If the inventory is required due to a relief of the Custodian, it shall be conducted by the Custodian being relieved and his relief.

b. Sometime prior to the semi-annual inventory of evidence, the Evidence Custodian should take it upon himself to consult with the Investigations Division and the Patrol Division in order to identify what evidence may be logically considered for disposal. The responsibility will remain with the Evidence Custodian, however, to obtain appropriate disposal authority.

c. The inventory required by this instruction shall, at the minimum, consist of a reconciliation of the evidence log against the active evidence custody record, and a visual sighting of each item or group of items for which there is a log entry and final disposition has been made. The only exception to this sighting requirement shall be for evidence which, according to the active

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evidence custody record, has been temporarily transferred to another activity. Evidence which is stored outside the Security Detachment's Evidence Locker because of its bulky, classified, or **special nature** - frozen foods, explosives, etc., shall be sighted at each inventory as it is not considered to have been temporarily transferred.

d. When an inventory is completed, the date of the inventory, the reasons for the inventory, by whom it was accomplished, and the results thereof shall be entered into the Evidence Log as the next entry at that point in time, and the log entry shall be signed by both parties. If the inventory is a relieving inventory, the log shall also reflect that all combinations were changed on all locks associated with evidence custody and that all related keys were relinquished by the custodian being relieved. Any discrepancies will be listed by log number and type of evidence. In the event that discrepancies are found to exist, the Evidence Custodian shall immediately report them to the Security Officer who in turn shall initiate an inquiry into the matter.

e. On the occasion of inspections of Naval Air Station Lemoore Security Detachment by senior officers of the Security Detachment, the inspector(s) will conduct a review of evidence custody procedures and may test the Security Detachment evidence custody system by reviewing selected items of evidence, the associated documentation, and a sample number of final disposal actions. This will not be considered as a substitute for one of the required inventories.

10. Disposal of Evidence. All evidence entered into the Security Detachment's Evidence Locker must be disposed of in a timely fashion after authority for disposition is received, and in the manner set forth below.

a. Evidence which is obtained during the course of an investigation and is the personal property of an individual shall, whenever possible, be returned to that person with the exception of items which the mere possession of is unlawful. Such items would include narcotics, unlawfully obtained drugs, illegal firearms, explosives, counterfeit U.S. or foreign currency, or counterfeit identification. When personal property is returned to the owner or his authorized representative, the individual receiving the property shall be required to sign for it in the disposition section of the original evidence custody document or, in its absence, the duplicate copy. If the owner or his representative presents a property receipt when making his claim, the receipt shall be obtained and destroyed. In the event

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that the owner refuses to accept all property seized, this shall be noted on the evidence custody document, and appropriate disposal shall be made of the property. The following action would be taken in the event certain personal property, the possession of which is prohibited by command or base regulations, is entered into the evidence custody system.

b. When this evidence has served its purpose, it shall be returned to the command having control over the individual from whom it was obtained. It shall be necessary for that command to receipt for the property and make determination as to its disposition.

c. When evidence has been received that is the responsibility of the requesting authority for investigation and is no longer required, it shall be returned to the requester's representative and that person shall be required to receipt for it in the final disposition section of the evidence custody document.

d. All U.S. government property which cannot be identified as belonging to a particular activity or command shall be submitted to the nearest supply activity. This will be accomplished following current U.S. Navy procedures. In addition to any documentation required by the receiving activity, the activity's representative shall receipt for the material in the final disposition section of the evidence custody document.

e. Evidence which, by its nature, cannot be returned to the owner or entered into U.S. Navy channels for disposal such as narcotics, illegal firearms or other contraband, shall be destroyed. The Security Officer in each instance shall authorize destruction of evidence when necessary, after other appropriate disposal authorization is obtained. Such destruction shall be accomplished by or in the presence of the Evidence Custodian or his alternate and one other disinterested person. Both shall sign the final disposition section of the evidence custody document. Such destruction shall be of the nature to make the evidence unsuitable for any lawful or unlawful purpose other than residual scrap.

f. Certain types of evidence are of a nature that they cannot be returned to the owner and for training and operational reasons may be of value to the Security Detachment. The conversion of disposal evidence to use by the Security Detachment shall be severely limited and may be authorized only by the Security Officer in writing on a case-by-case basis. In the event this disposal method is taken, the original authorization

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document shall be attached to the evidence custody document, and the final disposition section of the evidence custody document shall be executed by the Security Detachment representative receiving the evidence, with the identity of the receiving component clearly indicated.

g. Under no circumstances shall any evidence be converted to the personal use of any individual within the Security Detachment.

h. Should any other type of final disposal of evidence be contemplated, prior case-by-case authorization by the Security Officer is required. In the event it is granted, such documentation authorizing the disposal shall be attached to the evidence custody document which is retained to the final disposition file, and the final disposition section of the evidence custody document shall be appropriately completed by the Evidence Custodian.

11. Lost-and-Found. All lost and found items will be treated as evidence in that a chain-of-custody is required to be filled out by the Security Detachment personnel turning it in to the evidence system. All lost and found items turned in will be held for 60 days. All attempts possible will be made to find the owner. If unclaimed and if unable to find the owner after the 60-day period, the items shall be processed as directed in NAS Lemoore Instruction 5800.3. Again, the final disposition section of the evidence custody document will be signed by the individual receiving the property.



<b>DEPARTMENT OF THE NAVY</b>			<b>1. CASE CONTROL NUMBER(CCN)</b>	
<b>EVIDENCE/PROPERTY CUSTODY RECEIPT</b>				
<b>2. RECEIVING ACTIVITY</b>			<b>3. LOCATION</b>	
<b>4. NAME, GRADE AND TITLE OF PERSON FROM WHOM RECEIVED</b>			<b>5. ADDRESS (Include ZIP code)</b>	
<input type="checkbox"/> OWNER <input type="checkbox"/> OTHER			<b>6. WORK PHONE</b>	
<b>7. LOCATION OF PROPERTY WHEN OBTAINED</b>				
<b>8. PURPOSE FOR WHICH OBTAINED</b>			<b>9. TIME/DATE OBTAINED</b>	<b>10. LOG NUMBER</b>
<input type="checkbox"/> EVIDENCE <input type="checkbox"/> FOUND <input type="checkbox"/> IMPOUNDED <input type="checkbox"/> OTHER _____				
<b>11. ITEM</b>	<b>12. QUANTITY</b>	<b>13. DISPOSAL ACTION</b>	<b>14. DESCRIPTION OF ARTICLE—MODEL NUMBER, SER. NO., IDENTIFYING MARKS, CONDITION, AND VALUE WHEN APPROPRIATE.</b>	
<b>15. NAME AND SIGNATURE OF WITNESS (If available)</b>			<b>16. NAME AND SIGNATURE OF RECEIVING PERSON</b>	
<b>17. CHAIN OF CUSTODY</b>				
<b>ITEM</b>	<b>DATE &amp; TIME</b>	<b>RELEASED BY</b>		<b>RECEIVED BY</b>
		NAME		NAME
		ORGANIZATION		ORGANIZATION
		SIGNATURE		SIGNATURE
		NAME		NAME
		ORGANIZATION		ORGANIZATION
		SIGNATURE		SIGNATURE
		NAME		NAME
		ORGANIZATION		ORGANIZATION
		SIGNATURE		SIGNATURE
<b>18. CHAIN OF CUSTODY CONTINUED ON REVERSE</b>				

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NOTE: REMOVE AND REVERSE CARBONS BEFORE COMPLETING THIS SIDE.

## 17. CHAIN OF CUSTODY (CONTINUED)

ITEM	DATE & TIME	RELEASED BY	RECEIVED BY	PURPOSE
		NAME	NAME	
		ORGANIZATION	ORGANIZATION	
		SIGNATURE	SIGNATURE	
		NAME	NAME	
		ORGANIZATION	ORGANIZATION	
		SIGNATURE	SIGNATURE	
		NAME	NAME	
		ORGANIZATION	ORGANIZATION	
		SIGNATURE	SIGNATURE	
		NAME	NAME	
		ORGANIZATION	ORGANIZATION	
		SIGNATURE	SIGNATURE	

## 18. REMARKS

## 19. FINAL DISPOSAL ACTION

## FINAL DISPOSAL AUTHORITY

NAME (Typed or Printed)

GRADE/RANK

ORGANIZATION

## 20. PERSON(S) RECEIVING ITEMS/WITNESSING DESTRUCTION

NAME

ORGANIZATION

SIGNATURE/DATE

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

CONTINUE IN REMARKS IF NECESSARY

INDICATE IN DISPOSAL ACTION COLUMN (ON FRONT) BY NUMBER AND LETTER CODE PERSON(S) RECEIVING OR WITNESSING ACTION AND TYPE OF ACTION. RETURNED TO INDIVIDUAL OWNER (I), RETURNED TO COMMAND (C), TURNED INTO SUPPLY (S), TO ANOTHER AGENCY (A), TO NIS (N), DESTROYED (D), OTHER METHOD (M). (EXPLAIN IN REMARKS.)

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Key for Completion of Property Receipt

1. The purpose of the Evidence/Property Custody Document is to preserve and record the "chain of custody" of physical evidence and other property. A chain of custody is comprised of all the individuals who have had successive control of physical evidence or property from the time it was originally obtained to its final disposition. An unbroken and correctly documented chain of custody will prevent the loss or compromise of evidence under the control of the Military Police, and is used by the Evidence Custodian to facilitate evidence identification, crime lab processing, and storage. Courts-Martial use the Evidence/Property Custody Document to identify persons who had control of the evidence prior to its presentation at court. All documentation and every person in the chain of custody are subject to examination by the court; a broken or improperly documented chain of custody will certainly be attacked by defense counsel. Evidence must be very carefully protected, and every person who handled the evidence in any way must be listed on the document.

2. The original and at least one carbon copy of the Evidence/Property Custody Document will remain with the evidence or property during processing. One carbon copy will be attached to the related Incident Report. If the property is lost and found or is to be kept temporarily for safekeeping, the person from whom the Evidence/Property is obtained should sign the "Relinquished By" block and be provided a carbon copy as a receipt. If the property is later returned to that person, the receipt must be surrendered to the Military Police. The following format will be used whenever an Evidence/Property Custody Document is completed:

Evidence/Property Custody Document Format

1. CCN Sequence Number - Enter the Incident or Desk Report Number as applicable.
2. Receiving Activity - Security Detachment
3. Location - NAS Lemoore, CA
4. Name, Grade, and Title of Person from Whom Received - Mark (x) the box which describes the person from whom the Evidence/Property was received. Enter the person's last, first, and middle names, rank, social security number, and branch of service. If the person is a civilian, enter "CIV".

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5. Address - Enter the complete military and home addresses, including phone numbers and zip codes, of the person from whom the Evidence/Property was obtained.

6. Work Phone - Where they work.

7. Location from where Obtained - Enter the exact location of the evidence/property when found. If more than one article will be listed on the document, enter the general location of all articles.

8. Purpose Obtained - Enter the purpose for which the evidence/property was obtained. If the item(s) will be used as evidence, enter "evidence". If the item(s) is property that will be temporarily stored for safekeeping, enter "safekeeping". If the item(s) is recovered lost property, enter "lost and found".

9. Time/Date Obtained - Enter the date and military time at which the evidence/property was obtained.

10. Log number - Filled out by Evidence Custodian

11. Item No. - Enter a sequential number for all items recorded on the document. One item number may include more than one article of evidence/property if the articles are of the same type and were obtained at the same time and location. Item numbers must correctly match the item numbers recorded on evidence tags.

12. Quantity - Enter the quantity of items included under that particular "Item Number".

13. Disposal Action - Filled out by the Evidence Custodian

14. Description of Articles - Enter a detailed description of each item of evidence/property. Include the make, model, serial number(s), color, identifying or unusual marks, scratches, dents, or other damage. Enter the estimated value, dimensions, and weight of the article(s) when appropriate. Enter the exact location where the article(s) was found if not listed previously in the "Location from which Obtained" space. Enter the initials of the person who found the property, and the exact military time and date when the article(s) was found. Each description should be in paragraph form and should be separated one space from the preceding and following descriptions. Enter a horizontal line below the last entry, and enter "No Further Entries". The signature identifies for legal purposes the first person in the chain of custody who received the property.

15. Witness Signature - Obtain a witness signature if one is available.
16. Receiving Signature - Signature of person receiving the evidence/property from individual name in Block 4.
17. Item number - Enter the item number(s) of the article(s) being transferred to the custody of a new person. List only those items being transferred.
18. Date/Time - Enter the date and military time at which the item(s) was transferred.
19. Released By - When the evidence or property is transferred, the person releasing custody will sign his full name and enter his/her printed name and grade or title.
20. Received By - The person assuming custody of the evidence or property will sign his/her full name and enter his/her printed name and grade or title. If the evidence is stored in a temporary evidence locker, enter "Temporary Evidence Locker".
21. Purpose Of Change or Custody - Enter the purpose of the transfer of custody: e.g., "Transfer To Evidence Custodian" or "Returned To Owner".

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Sample Evidence Tags

ITEM NO. \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

LOCATION

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ FOUND BY \_\_\_\_\_

11 DEC 1996

Evidence Custodian

Date: \_\_\_\_\_

From: Security officer, Naval Air Station, Lemoore  
To: \_\_\_\_\_

Subj: REQUEST FOR DISPOSITION OF EVIDENCE

Incident Report Number: \_\_\_\_\_

Document Control Number: \_\_\_\_\_

1. The below listed item(s) of evidence is/are retained in the evidence room of the Security Detachment, Building 705, Naval Air Station, Lemoore, California 93246-5001, telephone extension 4739. Evidence utilized in any court action or administrative process shall not normally be disposed of until the initial trial/action and subsequent appeals/reviews have been completed. The disposal of evidence utilized in court action must be authorized by the Staff Judge Advocate handling the original trial, or the Staff Judge Advocate of the next senior command. The disposal of evidence used in an administrative process or action, may be authorized by the Judge Advocate or Legal Officer of the command which has cognizance over the person against whom the action was taken. Evidence in cases that remain unresolved shall be retained until expiration of the statute of limitations for the offense(s) committed. It is requested that disposition instructions for the below listed evidence be provided to this office so that appropriate disposition can be accomplished. It may be necessary for you to forward this letter to the appropriate Judge Advocate Office for completion. It is requested that this letter be returned to this office within 10 working days with instructions for deposition as indicated on the reverse side.

<u>Item</u>	<u>Quantity</u>	<u>Description</u>	<u>Owner</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



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11 DEC 1996

Date: \_\_\_\_\_

FIRST ENDORSEMENT

From: \_\_\_\_\_  
To: Security Officer, Naval Air Station, Lemoore, CA  
Subj: INSTRUCTIONS FOR DISPOSITION OF EVIDENCE

1. \_\_\_\_\_ Return the item(s) of evidence indicated on reverse side to this command for return to owner (government or private), or for other appropriate action. The person to contact within this command is:

Name \_\_\_\_\_ Ext \_\_\_\_\_

2. \_\_\_\_\_ Dispose of the item(s) of evidence indicated on reverse side, as no further requirement exists for such evidence (CONTRABAND ONLY).

3. \_\_\_\_\_ Retain possession of the evidence indicated on reverse side in view of currently existing legal requirements.

\_\_\_\_\_  
TYPED NAME/GRADE/SIGNATURE